



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

**Dry Cleaner Compliance Calendar  
2004**

## **WELCOME**

The New Jersey Small Business Environmental Assistance Program is excited to make this regulatory compliance document available for your use. A special thanks to the Florida Small Business Assistance Program for allowing us to reproduce the calendar for use with New Jersey's dry cleaning industry.

New Jersey's regulatory compliance program has three components. While each component shares the goal of increasing regulatory compliance and decreasing enforcement actions, their approaches vary to maximize the program's outreach to New Jersey's small business community.

Please feel free to contact us if you have any questions regarding this document or any regulatory compliance matters. The program's three components are as follows:

### **New Jersey Small Business Environmental Assistance Program**

In the Clean Air Act Amendments of 1990, Congress envisioned that each state must develop a plan for implementing a Small Business Stationary Source Technical and Environmental Compliance Assistance Program. The goal was to have these programs in place by November 1992, before small businesses begin to feel the direct effects or deadlines of the Act.

Each state program is expected to include three components: (1) appointment of a state small business ombudsman; (2) establishment of a comprehensive small business assistance program; and (3) appointment of a seven-member state compliance advisory panel. These programs are confidential.

## **Small Business Assistance Program (SBAP)**

**Mr. Ky Asral**  
**Small Business Assistance Program**  
**New Jersey Department of Environmental Protection**  
**401 East State Street, P.O. Box 423**  
**Trenton, NJ 08625-0423**  
**Phone (877) 753-1151 or (609) 292-3600**  
**Fax (609) 777-1330**  
**Email- Ky.Asral@dep.state.nj.us**

The SBAP is a technical and administrative support component within the NJDEP. The SBAP has access to air quality experts, technically proficient engineers, scientists and managers, and environmental specialists who will provide support and technical assistance needed by small businesses to comply with the Act's requirements. Other responsibilities include:

- Informing businesses of all requirements in the Act that apply to them, and the dates these requirements will apply;
- Helping small businesses deal with specific technical, administrative and compliance problems;
- Disseminating up-to-date information about the Act to the small business community, including easy to understand public information materials; and
- Referring small businesses to environmental auditors who can evaluate how effective a company's work practices, monitoring procedures, and record keeping are for complying with applicable clean air requirements.

## **Compliance Advisory Panel (CAP)**

**Contact the SBAP (877) 753-1151**

The CAP consists of seven members that determine the overall effectiveness of the SBAP. Four of these members are small business owners or representatives selected by the state legislature; the governor selects two other members to represent the “general public.” The seventh member represents the Commissioner of NJDEP.

The state compliance advisory panel reviews and renders advisory opinions on the effectiveness of the state SBAP, and makes periodic progress reports to EPA’s Small Business Ombudsman concerning compliance of the small business program with other pertinent federal regulations. The compliance advisory panel must also make certain that information affecting small business is written in a style that is clear and understandable.

## **Ombudsman’s Office (SBO)**

**Mr. Joseph Constance  
Office of Business Advocate  
New Jersey Commerce & Economic Growth Commission  
20 West State Street, P.O. Box 820  
Trenton, NJ 08625-0820  
Phone (800) 643-6090 or (609) 777-0885  
Fax (609) 777-4097  
Email- [Joseph.Constance @ commerce.state.nj.us](mailto:Joseph.Constance@commerce.state.nj.us)**

The Ombudsman acts as the small business community’s advocate in matters that affect it under the Act. The Ombudsman is located within the NJ Commerce and Economic Growth Commission. Other responsibilities of the Ombudsman could include:

- Review and provide comments and recommendations to EPA and state/local air pollution control authorities regarding the development and implement of regulations that impact small businesses;
- Help small businesses deal with specific technical and compliance issues and problems, including on-site visits
- Help disseminate information about upcoming air regulations, control requirements, and other pertinent matters to small businesses;
- Refer small businesses to the appropriate specialists in state government and elsewhere for help with particular needs (e.g. available control technologies and operating permit requirements); and
- Act as spokes person on environmental issues for small businesses before state agencies and the State Legislature.

## INSTRUCTIONS FOR USE

**GENERAL -** You may use this calendar to keep records required by the USEPA Rules for air program compliance. Keep these records at your facility for 5 years. This calendar should be used in conjunction with “DRY CLEANER SELF-AUDIT FOR NEW JERSEY.” Copies of this self-audit document are available by contacting the Small Business Assistance Program toll free at (877) 753-1151 or the Small Business Ombudsman toll free at (800) 643-6090.

SPECIAL THANKS TO THE FLORIDA  
SMALL BUSINESS ASSISTANCE PROGRAM  
FOR USE AND REPRODUCTION OF  
THIS DOCUMENT

# INSTRUCTIONS FOR USE

**GENERAL** - You may use this calendar to keep records required by DEP Rule for air program compliance. Keep these records at your facility for 5 years.

## CONDENSER TEMP LOG

Check the outlet temperature of the refrigerated condenser every week.

Date	Temp	Is temp less than or equal to 45° F (7.2° C)?
7/5	42°F	<input checked="" type="radio"/> Y <input type="radio"/> N
7/12	41°F	<input checked="" type="radio"/> Y <input type="radio"/> N
7/19	50°F	<input type="radio"/> Y <input checked="" type="radio"/> N
		<input type="radio"/> Y <input type="radio"/> N
		<input type="radio"/> Y <input type="radio"/> N

If you checked "N", the machine must be repaired.

Record the date

Record the temperature

Check "Y" or "N" for "yes" or "no".

## JULY 2004 PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		55
SUBTRACT PERC PURCHASED JULY 2003		-10
SUBTOTAL		45
Purchase Date	Purchase Amount	12 Month Running Total
7/12	+15	60
	+	

Enter running total from last month.

Enter the amount of PERC you bought during this same month last year, from last year's records or calendar. Subtract that amount.

This is your 12 month running total if you do not buy PERC this month.

This is your 12 month running total if you bought PERC this month. Record the bottom number in this column on next month's form in line **TOTAL FROM LAST MONTH**.

Record the date you bought PERC this month, if any.

If you bought PERC this month, record the amount and add it to the subtotal. This amount will also go on next year's calendar for this same month under **SUBTRACT PERC PURCHASED**.

**INSPECTIONS -** You must check your machine weekly for leaks and record the results.

If you buy **less than 140 gallons** of PERC per year and your equipment was installed prior to 12/9/91, you must conduct and record leak inspections at least every other week, or as directed by your pre-construction air permit.

Record the results of the inspections on the calendar. If leaks are found, they must be repaired within 24 hours. Indicate in the "DATE REPAIRED" block when repairs are completed.

If parts must be purchased, indicate the dates they are ordered and the date installed. Parts must be ordered within **2** working days of leak detection and installed within **5** working days of receipt.

## INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	

Good House Keeping Practices	Pollution Prevention Pays
<p>Good house keeping practices should be followed:</p> <ul style="list-style-type: none"> <li>➤ Store all solvent and waste materials in containers, which are not affected by perc and are chemically not reactive to perc. These must be kept closed and marked as HAZARDOUS WASTE.</li> <li>➤ Close and secure machine doors except during loading and unloading.</li> <li>➤ Drain cartridge filters in their housings for at least a 24-hour period.</li> <li>➤ Maintain the solvent-to-carbon ratio and steam pressure for carbon beds in accordance with the manufacturer's specifications.</li> <li>➤ All containers holding perc wastes should be kept with the lid on. This includes any cartridge filters or condensate wastes.</li> <li>➤ All dry cleaning equipment should be operated and maintained according to the manufacturer's instructions found in the operation and maintenance manuals.</li> </ul>	<p>Follow these pollution prevention tips to run your operation more smoothly:</p> <ul style="list-style-type: none"> <li>➤ Regularly inspect equipment for leaks from gaskets, hose couplings, flanges, and pumps.</li> <li>➤ Recover solvents from filter cartridges by draining the filters (24 hours) and heating/stripping cartridges to vaporize and capture additional solvent.</li> <li>➤ Tightly seal bungs and lids on containers of raw materials and wastes to stop evaporation.</li> <li>➤ Size loads (neither under or over loading) to maximize solvent efficiency.</li> <li>➤ Regularly replace gaskets/seals on dryer dampers, deodorizers, and aeration valves.</li> <li>➤ Consider new dry cleaning technologies.</li> <li>➤ Replace faulty or worn gaskets on button trap and around cleaning machine door.</li> <li>➤ Check air vents for dripping, relief valves for closure, and repair holes in air and exhaust ducts.</li> <li>➤ Train your employees on proper equipment operation, maintenance, and record keeping procedures.</li> <li>➤ Recycle any waste perc using pumps or funnels when transferring to storage containers.</li> <li>➤ After replacing filter gaskets and seals, check for tightness.</li> <li>➤ Clean lint screens regularly to avoid clogging fans and condensers.</li> </ul>



### CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		Y N
		Y N
		Y N
		Y N
		Y N

### JANUARY 2004

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED JANUARY 2003		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### REMINDER:

For submitting Right To Know chemical inventory surveys or processing Air Permit Certificate renewals, go to: <http://njdeponline.com/>

Leak inspections and condenser temperature readings must be conducted on recorded a weakly basis.

### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N	Y	N	Y	N	Y		
Door	N	Y	N	Y	N	Y		
Pump	N	Y	N	Y	N	Y		
Button Trap	N	Y	N	Y	N	Y		
Lint Door	N	Y	N	Y	N	Y		
Solvent Tank	N	Y	N	Y	N	Y		
Water Separator	N	Y	N	Y	N	Y		
Muck Cooker	N	Y	N	Y	N	Y		
Still	N	Y	N	Y	N	Y		
Exhaust Damper	N	Y	N	Y	N	Y		
Diverter Valve	N	Y	N	Y	N	Y		
Cartridge Filter	N	Y	N	Y	N	Y		
All Other Filter Gaskets	N	Y	N	Y	N	Y		
Waste Containers	N	Y	N	Y	N	Y	LABELED Y N	DATED Y N



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**JANUARY 2004**

S	M	T	W	T	F	S
				<b>1</b>	<b>2</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>31</b>

### CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		Y N
		Y N
		Y N
		Y N
		Y N

February 2004

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED February 2003		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### REMINDER:

Community Right-to-Know Surveys must be completed and submitted to the NJDEP, County, Municipality, Fire Dept., and Police Dept. by March 1<sup>st</sup>.

Keep hazardous waste receipts for 5 years.

Keep PERC purchase receipts for 5 years.

### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

### FEBRUARY 2004

S	M	T	W	T	F	S
1	2	3	4	5	6 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	7
8	9	10	11	12	13 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	14
15	16	17	18	19	20 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	21
22	23	24	25	26	27 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	28
29						

**CONDENSER TEMP LOG**

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>

**March 2004****PERC PURCHASES RUNNING TOTAL**

<b>TOTAL FROM LAST MONTH</b>		
<b>SUBTRACT PERC PURCHASED</b> March 2003		
<b>SUBTOTAL</b>		
<b>PURCHASE DATE</b>	<b>PURCHASE AMOUNT</b>	<b>12 MONTH RUNNING TOTAL</b>
	<b>+</b>	
	<b>+</b>	

**REMINDER**

Condenser temperature must reach 45° F or less at the end of the dry cleaning cycle.

Leaks must be repaired in 24 hours. If parts are needed for the repair, they must be ordered in 2 days and installed within 5 days of receipt.

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**MARCH 2004**

S	M	T	W	T	F	S
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

**April 2004**

**CONDENSER TEMP LOG**

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>

**PERC PURCHASES RUNNING TOTAL**

<b>TOTAL FROM LAST MONTH</b>			
<b>SUBTRACT PERC PURCHASED</b> April 2003			<b>-</b>
<b>SUBTOTAL</b>			
<b>PURCHASE DATE</b>	<b>PURCHASE AMOUNT</b>	<b>12 MONTH RUNNING TOTAL</b>	
	<b>+</b>		
	<b>+</b>		

**REMINDER:**

PERC purchases must be logged every month. If no PERC is purchased, enter 0 gallons purchased for the month.

Annual PERC consumption of more than 2100 gallons must be reported to the NJDEP and the USEPA.

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**APRIL 2004**

S	M	T	W	T	F	S
				<b>1</b>	<b>2</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	



**May 2004**

**PERC PURCHASES RUNNING TOTAL**

<b>TOTAL FROM LAST MONTH</b>			
<b>SUBTRACT PERC PURCHASED May 2003</b>			-
<b>SUBTOTAL</b>			
<b>PURCHASE DATE</b>	<b>PURCHASE AMOUNT</b>	<b>12 MONTH RUNNING TOTAL</b>	
	+		
	+		

**REMINDER:**

For submitting Right To Know chemical inventory surveys or processing Air Permit Certificate renewals, go to: <http://njdeponline.com/>

Leak inspections and condenser temperature readings must be conducted on recorded a weakly basis.

**CONDENSER TEMP LOG**

<b>DATE</b>	<b>TEMP</b>	<b>Is temp less than or equal to 45° F (7.2° C)?</b>	
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N	Y	N	Y	N	Y		
Door	N	Y	N	Y	N	Y		
Pump	N	Y	N	Y	N	Y		
Button Trap	N	Y	N	Y	N	Y		
Lint Door	N	Y	N	Y	N	Y		
Solvent Tank	N	Y	N	Y	N	Y		
Water Separator	N	Y	N	Y	N	Y		
Muck Cooker	N	Y	N	Y	N	Y		
Still	N	Y	N	Y	N	Y		
Exhaust Damper	N	Y	N	Y	N	Y		
Diverter Valve	N	Y	N	Y	N	Y		
Cartridge Filter	N	Y	N	Y	N	Y		
All Other Filter Gaskets	N	Y	N	Y	N	Y		
Waste Containers	N	Y	N	Y	N	Y	LABELED Y N	DATED Y N



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**MAY 2004**

S	M	T	W	T	F	S
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>22</b>
<b>23/30</b>	<b>24/31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>29</b>

June 2004

PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH			
SUBTRACT PERC PURCHASED June 2003			-
SUBTOTAL			
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL	
	+		
	+		

**REMINDER:**

Keep hazardous waste receipts for 5 years.

Keep PERC purchase receipts for 5 years.

CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?	
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**JUNE 2004**

S	M	T	W	T	F	S
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

**July 2004**

**CONDENSER TEMP LOG**

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>
		<b>Y N</b>

**PERC PURCHASES RUNNING TOTAL**

<b>TOTAL FROM LAST MONTH</b>			
<b>SUBTRACT PERC PURCHASED</b> July 2003			<b>-</b>
<b>SUBTOTAL</b>			
<b>PURCHASE DATE</b>	<b>PURCHASE AMOUNT</b>	<b>12 MONTH RUNNING TOTAL</b>	
	<b>+</b>		
	<b>+</b>		

**REMINDER**

Condenser temperature must reach 45° F or less at the end of the dry cleaning cycle.

Leaks must be repaired in 24 hours. If parts are needed for the repair, they must be ordered in 2 days and installed within 5 days of receipt.

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**JULY 2004**

S	M	T	W	T	F	S
				<b>1</b>	<b>2</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>31</b>

## August 2004

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH			
SUBTRACT PERC PURCHASED August 2003			-
SUBTOTAL			
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL	
	+		
	+		

### REMINDER:

PERC purchases must be logged every month. If no PERC is purchased, enter 0 gallons purchased for the month.

Annual PERC consumption of more than 2100 gallons must be reported to the NJDEP and the USEPA.

### CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?	
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**AUGUST 2004**

S	M	T	W	T	F	S
1	2	3	4	5	6 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	7
8	9	10	11	12	13 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	14
15	16	17	18	19	20 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	21
22	23	24	25	26	27 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	28
29	30	31				



### CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		Y N
		Y N
		Y N
		Y N
		Y N

### September 2004 PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED September 2003		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### REMINDER:

For submitting Right To Know chemical inventory surveys or processing Air Permit Certificate renewals, go to: <http://njdeponline.com/>

Leak inspections and condenser temperature readings must be conducted on recorded a weakly basis.

### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

### SEPTEMBER 2004

S	M	T	W	T	F	S
			1	2	3 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	4
5	6	7	8	9	10 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	11
12	13	14	15	16	17 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	18
19	20	21	22	23	24 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	25
26	27	28	29	30		

**October 2004**

**PERC PURCHASES RUNNING TOTAL**

<b>TOTAL FROM LAST MONTH</b>			
<b>SUBTRACT PERC PURCHASED</b> October 2003			-
<b>SUBTOTAL</b>			
<b>PURCHASE DATE</b>	<b>PURCHASE AMOUNT</b>	<b>12 MONTH RUNNING TOTAL</b>	
	+		
	+		

**REMINDER:**

Keep hazardous waste receipts for 5 years.

Keep PERC purchase receipts for 5 years.

**CONDENSER TEMP LOG**

<b>DATE</b>	<b>TEMP</b>	<b>Is temp less than or equal to 45° F (7.2° C)?</b>	
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>
		<b>Y</b>	<b>N</b>

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N	Y	N	Y	N	Y		
Door	N	Y	N	Y	N	Y		
Pump	N	Y	N	Y	N	Y		
Button Trap	N	Y	N	Y	N	Y		
Lint Door	N	Y	N	Y	N	Y		
Solvent Tank	N	Y	N	Y	N	Y		
Water Separator	N	Y	N	Y	N	Y		
Muck Cooker	N	Y	N	Y	N	Y		
Still	N	Y	N	Y	N	Y		
Exhaust Damper	N	Y	N	Y	N	Y		
Diverter Valve	N	Y	N	Y	N	Y		
Cartridge Filter	N	Y	N	Y	N	Y		
All Other Filter Gaskets	N	Y	N	Y	N	Y		
Waste Containers	N	Y	N	Y	N	Y	LABELED Y N	DATED Y N



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**OCTOBER 2004**

S	M	T	W	T	F	S
					<b>1</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>23</b>
<b>24/31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>30</b>

November 2004

**PERC PURCHASES RUNNING TOTAL**

TOTAL FROM LAST MONTH			
SUBTRACT PERC PURCHASED November 2003			-
SUBTOTAL			
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL	
	+		
	+		

**REMINDER**

Condenser temperature must reach 45° F or less at the end of the dry cleaning cycle.

Leaks must be repaired in 24 hours. If parts are needed for the repair, they must be ordered in 2 days and installed within 5 days of receipt.

**CONDENSER TEMP LOG**

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?	
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

**INSPECTIONS**

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

**NOVEMBER 2004**

S	M	T	W	T	F	S
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

### CONDENSER TEMP LOG

DATE	TEMP	Is temp less than or equal to 45° F (7.2° C)?
		Y N
		Y N
		Y N
		Y N
		Y N

### December 2004 PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED December 2003		
-		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### REMINDER:

PERC purchases must be logged every month. If no PERC is purchased, enter 0 gallons purchased for the month.

Annual PERC consumption of more than 2100 gallons must be reported to the NJDEP and the USEPA.

### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge Filter	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

## Dry Cleaner Compliance Calendar

Air Permit Facility Identification Number:

L \_ \_ \_ \_

### DECEMBER 2004

S	M	T	W	T	F	S
			1	2	3 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	4
5	6	7	8	9	10 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	11
12	13	14	15	16	17 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	18
19	20	21	22	23	24 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	25
26	27	28	29	30	31 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	



## **DRY CLEANER INFORMATION**

### **NJ Air Permits**

Bureau of Preconstruction Permits  
NJDEP  
P.O. Box 27  
Trenton, NJ 08625  
(800) 441-0065 within NJ  
(609) 292-6716

### **NJ Air Permits Required for:**

- Dry Cleaning Equipment
- Boilers using commercial fuel with maximum heat input rate of 1 million BTUs per hour or greater to the burning chamber (note: for boilers of less than 10 million BTUs per hour there is a general permit available)

### **Federal MACT (AIR) Requirements**

USEPA Region II  
Compliance Assistance Program  
(212) 637-3497

### **Hazardous Waste**

EPA RCRA ID #- call (212) 637-4106  
NJX ID#- call (609) 292-7081

### **Wastewater**

Contact your local sewer authority.  
Septic systems contact your local health department or NJDEP at (609) 292-0407.

### **Underground Storage Tanks**

Bureau of Underground Storage Tanks at (609) 292-8761

### **Boiler Operators**

NJ Dept. Of Community Affairs  
Bureau of Boiler and Pressure Vessel Compliance  
(609) 292-2345

### **Other Sources of Help**

- Minor Source Compliance Investigations  
NJDEP at (609) 584-4240
- Small Business Assistance Program  
NJDEP at (609) 292-3600 or (877) 753-1151
- Small Business Ombudsman  
NJ Commerce at (800) 643-6090
- Pollution Prevention and Right-to-Know  
NJDEP at (609) 292-6714